ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:				EXTENSION	NO.
Records Management Officer, DDA 7D10 HQS					DATE

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. EO/DDA 7D-24 Hqs.	4 MAY 1983	4 MAY 1983		
2. A/DDA - F41		4 MAY 1983		
3. DDA "	4 MAY 1983			DD/A REGISTRY FILE: 70-4
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

4 MAY 1983

MEMORANDUM TO: Directorate of Administration/Executive Officer

FROM:

Directorate of Administration
Records Management Officer

SUBJECT: Records Survey of the Directorate of Administration
                  Career Management Office

1. The Chief ODDA Registry and the DA Records Management
Officer conducted a review of the records holdings of the DA/CMO.
In general, the records of the CMO were found to be maintained in an
orderly manner and with one exception, only currently needed files
were found.

2. The survey revealed the following specific information about
the CMO records holdings.

. There are 11 safes assigned to the CMO offices; 4 2-drawer,
2 4-drawer and 5 5-drawer consisting of 62 cubic feet of secure records
storage space. There are no CMO records now maintained in the ODDA vault.

. There are 58 cubic feet of records maintained by the CMO
Staff, and there are 2 safe drawers used for overnight storage. The
following is a detailed description of the CMO records holdings.

File Title	Item No.	Volume (cu. ft.)
Supplemental Personnel (soft) files	9a	18
Personnel Control Records	9d	1/2
General Administration Files	9e	19
Official Records of M. Career Service	9f(1)(a)	1/2
Reports of Boards and Panels	9f(1)(b)	1
Panel Review Files	9f(1)(e)	6
Duplicate Personnel Reports & Listings	9f(2)	2
Personal Hold Files	9i	3
Training Files	10	5
Reference Files	17	2
Chrono Files	16	1

3. The following are recommendations that if implemented will re-
duce the volume of records maintained in the CMO office space, will make
the CMO office record keeping more efficient and will reduce the number
of safes required by the CMO.

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      a.   Retire the Personal Hold File (Item #9i) to the Agency Records Center.

      b.   Store the Panel Review File (Item #9f(1)(e) in the ODDA vault.

      c.   Screen the General Administration files to remove and destroy obsolete records. This action is particularly needed in the Clerical Coordinator files which go back to the beginning of that program. When screening records, care should be taken to return any fugitive policy documents to the ODDA registry.

      d. When the above actions are completed, 3 of the 2-drawer safes should be returned to stock.

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